



**Canadian Housing Acquisition Fund /
Fonds d'acquisition de logements canadiens**

225 Metcalfe Street, suite 300, Ottawa, Ontario, K2P 1P9
www.acquisitionfund.ca

Job Description

Senior Investment Analyst

About the Organization

Backed by the Government of Canada's \$1.5 billion Canada Rental Protection Fund (CRPF), the Canadian Housing Acquisition Fund (CHAF) is an independent, non-profit organization advancing affordable housing through investments, partnerships, and innovative approaches to community ownership. Founded by leaders from the community housing sector and supported by expertise in finance, investment, and governance, CHAF works alongside housing providers, governments, and investors to build lasting housing solutions across Canada. Building on this foundation, CHAF will create, develop, and manage additional housing acquisition funds, bringing together public, private, and social impact capital to support solutions that preserve affordability and expand access to affordable housing.

As Canada's housing affordability challenge continues to intensify, CHAF will bridge investment, public policy, real estate, and community impact, deploying significant capital to preserve affordable rental homes while creating lasting social and financial outcomes. By enabling non-profit, co-operative, Indigenous, and community housing providers to acquire existing rental properties, CHAF will help protect affordability while creating a durable investment platform capable of delivering long-term housing outcomes for Canadians.

Location	Within Canada, with a strong preference for candidates based in Ontario or Quebec. Hybrid work arrangements are available, with occasional national travel.
Language	Bilingual – French and English (required)
Reports to	Director of Investments
Employment type	Permanent, full-time



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About the Role

This is a senior analytical role for a bilingual investment professional who can assess complex real estate, housing, and financial information into clear investment recommendations. The successful candidate will help assess transactions that advance affordable housing outcomes while maintaining disciplined underwriting, risk management, and accountability to public and community partners.

The Senior Investment Analyst is a core member of the organization's Investment Team, responsible for conducting financial analysis, building and reviewing investment models, and supporting due diligence across affordable housing acquisitions and investments. The role brings strong quantitative and research skills to the transaction process, working closely with the Director of Investments and other investment staff to prepare analysis that supports sound investment decision-making.

This role requires strong bilingual capacity in French and English, along with deep familiarity with the Ontario and Quebec real estate and housing markets. The Senior Investment Analyst will engage directly with housing providers, brokers, and other counterparties in both languages, contributing substantively to the assessment of market conditions, property performance, and transaction risk in Central Canada.

Key Responsibilities

Financial Analysis & Modelling

- Build and review property-level financial models, including cash flow projections, net operating income analysis, debt service coverage, and loan-to-value assessments.
- Conduct sensitivity analyses and stress-testing to evaluate downside scenarios and assess investment risk.
- Review and interpret borrower financial statements, operating budgets, capital expenditure plans, and rent rolls.
- Assess affordability outcomes, including unit-level affordability targets, income restrictions, and rent covenants.
- Support the preparation of investment recommendations and credit memoranda for the Director of Investments and Investment Committee.



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Borrower Relations & Issue Resolution

- Support relationship management with housing providers, government counterparts, financial institutions, and other public- and private-sector partners by preparing clear analysis, responding to information requests, and contributing to transaction discussions.
- Build and maintain strong relationships with non-market housing operators, lenders, implementation partners, and government counterparts in Quebec and Ontario or other Provinces/Territories.
- Serve as a key analytical point of contact for capital partners and investment committees, ensuring that financial questions, transaction assumptions, and due diligence findings are clearly documented and communicated.

Due Diligence

- Coordinate and track due diligence processes across financial, legal, property, environmental, and organizational workstreams.
- Review third-party reports including appraisals, environmental assessments, building condition reports, and legal opinions.
- Assess organizational and governance capacity of prospective borrowers, including non-profit housing operators and co-operatives.
- Compile and synthesize due diligence findings into clear, well-organized summaries for internal review.
- Maintain due diligence checklists, transaction logs, and deal tracking records.

Market Research & Regional Intelligence

- Monitor real estate market conditions in Ontario and Quebec, and other Provinces/Territories as needed, including rental market trends, capitalization rates, municipal housing policy, and regulatory changes affecting non-market housing.
- Research comparable transactions, financing benchmarks, and housing operator performance within target markets.
- Contribute to market assessments that inform investment criteria, transaction pricing, and portfolio concentration decisions.
- Engage directly with housing providers, brokers, and other counterparties in French and English as part of market and deal intelligence gathering.



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Investment Operations & Reporting

- Support the preparation of pipeline reports, investment summaries, and portfolio analytics for internal and external audiences.
- Contribute to the development and improvement of underwriting templates, financial models, and analytical tools.
- Support closing logistics, including document checklists and condition tracking.
- Report on post-closing transitions and collect monitoring data.

Required Qualifications

- Bilingual in French and English, with strong written and verbal communication skills in both languages and the ability to conduct due diligence, prepare reports, and engage counterparties in French.
- Minimum three to five years of experience in real estate finance, investment analysis, commercial lending, affordable housing finance, or a closely related field.
- Strong knowledge of the Ontario and Quebec real estate markets, including regional rental dynamics, municipal policy environments, and the operating context for non-profit housing providers.
- Advanced financial modelling skills, including the ability to build, review, and stress-test property-level models from first principles.
- Strong working knowledge of net operating income, capitalization rates, loan-to-value ratios, and debt service coverage metrics.
- Experience reviewing third-party due diligence reports, including appraisals, building condition assessments, and environmental reviews.
- Ability to synthesize complex, multi-source information into clear investment analysis and well-structured written recommendations.
- High degree of accuracy and attention to detail, with strong organizational skills and the ability to manage multiple transactions simultaneously.

Complementary Skills

The following skills and experiences are not required but would strengthen a candidacy:

Affordable housing	Financing or analysis experience involving non-profit, co-operative, community land trust, or social housing projects
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Impact investing	Familiarity with blended finance, social return frameworks, or mission-aligned capital deployment
Housing finance	Exposure to CMHC-insured financing, forgivable loan structures, or government housing programs
Legal & structuring	Familiarity with term sheets, loan agreements, subordination structures, and security arrangements
Portfolio analytics	Experience contributing to portfolio-level reporting, concentration analysis, or risk monitoring
Systems	Experience with deal management, portfolio tracking, or financial modelling platforms
Indigenous housing	Familiarity with Indigenous housing policy and experience engaging respectfully with First Nations, Inuit and Métis housing organizations
Professional credentials	CFA (or progress toward the CFA designation), CPA, or relevant graduate degree

What the Organization Offers

- An opportunity to help shape a growing national housing investment platform.
- A senior role with influence over investment quality, portfolio strategy and capital deployment.
- Exposure to multifamily acquisitions, refinancings and complex investment structures.
- Meaningful work advancing affordable housing and long-term public benefit.
- A collaborative and entrepreneurial team environment.
- Competitive compensation and benefits.
- Flexible hybrid work arrangements and opportunities for national engagement.

To Apply

To apply, please submit your resume and a letter of intent to careers@acquisitionfund.ca. Applications will be reviewed on a rolling basis.



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Applicants are encouraged to highlight their financial modelling experience, knowledge of the Ontario and Quebec real estate markets, and ability to work in both official languages.

We are committed to fostering an inclusive workplace and encourage applications from individuals of all backgrounds and lived experiences, including Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community and others who contribute to the diversity of our organization.